

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form, Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Department of Education Application Date Application Number Office of Vocational Education Division of Vocational State Planning Date Received Date Completed Application Number and Operations-Statistical Research FEB 1 8 1981 FEB 1 2 1981 336 State Office Building 2. Person to Contact Atlanta, Georgia **Working Title** Telephone Number Barbara F. Landay Senior Research Specialist 3. Action Requested b. Dispose of present accumulation; no further accumulation anticipated. c. Amend Application No. Check One: Change; Supercede; Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest To Date | Job Projection Working Papers Files 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Vocational Statistical Research and Reports Unit is responsible for compiling statistics and providing data on vocational student enrollment in secondary and postsecondary schools; staff development needs; manpower needs of business and industry and employment opprotunities generated by them; specific vocational education programs required to meet identified needs; and other information for long and short-range planning for vocational education programs. The unit disseminates infor tion to school systems, the public, and other Divisions within the Department and Office of Vocational Education, and assists with other Division activities as required. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Converting Labor Department job projections into vocational education codes for use by State and local vocational personnel in developing plans for vocational education programs. Included are: Work Sheets and copies of "Job Opportunities Forecast for Georgia" compiled by Labor Department. File is arranged: alphabetically by Area Planning and Development Commission; one folder for Statewide. 8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>daily</u>; Seven to twelve months old <u>daily</u>; Thirteen to twenty four months old <u>seldom</u>; twenty-five months and older _ 9. Annual Rate of Accumulation of Records 2 ; Shelves _____; Other (specify) _ Letter-size drawers _____; Legal-size drawers ____

(Over)

YES	NO	10. Questionnaire	(Place an "X	" in the proper co	lumn)			
x		a. Is this the office	• •	series?	* * * * * * * * * * * * * * * * * * * *			
			— ·—·		requiring s	ecurity handling? If yes, ofte law or regulati	on.	
	X X	c. Is this a vital record?						
	X	d. Does this series have historical or long term research value?						
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these						
N/A	ļ	documents be scheduled separately?						
X_		f. Is the information contained in this series ever published? If yes, attach copy.						
Y		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.						
┢╲┈		h. Is there a duplication of this series in your office, or in another office or agency?						
	X	If yes, where?						
-	_X							
	<u> X</u>							
11. Retention Requirements The following requires the series to be kept:								
:	a. Sta	te Law		years.	d.	Audit period	years.	
	b. Sta	tute of limitation		years.			years.	
ſ	c. Fed	deral law		years.	f.	Federal retention instructions	years.	
1	Attach copy or excert of laws or regulations. Explain administrative need.							
	Needed to substantiate data in published reports.							
1	Need	ieu to substain	Tace data	in published	repore.			
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12.	Appro	ved Disposition Insti	ructions Thi	s agency recomme	ends that th	e file series be cut off at the end of each:	· · · · · · · · · · · · · · · · · · ·	
				•		r; 🛛 OtherSee Below*	then,	
1	☐ Hold in the current files area month(s) year(s); then							
	☐ Transfer to local holding area; holdyear(s); then →							
	☐ Transfer to State Records Center; holdyear(s); then							
	□ Destroy.							
☐ Transfer to State Archives for permanent retention. ☑ Other (Specify) ☐ Opportunity Forecast for Georgia,								
,	* Hold in current files area until data is published in Planning Forecast for Vocational							
ļ	Education Occupational Needs/Demands", and until new projections are received from							
Labor Department; then transfer to State Records Center; hold three (3) years; then								
destroy.								
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These instructions apply to all prior and future accumulations of the series.								
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Ager	ncy He	ad/Design	ture/	Date	Records N	Management Officer (Signature)	Date	
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l		/			SI	ate Records Committee Signature)	Date	
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